

ATTACHMENT 14 –TECHNICAL PROPOSAL DATA SHEETS
TECHNICAL PROPOSAL - BIDDER DATA SHEETS
CAPABILITIES, ORGANIZATIONAL SUPPORT, EXPERIENCE AND QUALIFICATIONS
Mandatory Submittal with Bid

Vendor Information

1 Location of bidder's office that will be responsible for managing this contract.

NAME OF FIRM _____
NAME OF RESPONSIBLE NJ LIC. LAND SURVEYOR _____
ADDRESS _____

PHONE # _____

(The bidder must have a telephone)

FAX # _____

(The bidder must have a facsimile telephone device (FAX machine) for transmitting or receiving data.)

EMAIL ADDRESS _____

(The bidder must have an email address for transmitting or receiving data.)

For which Region are you bidding? (CIRCLE ONE, NOT MORE THAN TWO)

Central South-Central South Northwest Northeast
Urban

Approximate percentage of the bidder's workload relative to LAND BOUNDARY SURVEYING ____%

The bidder must indicate the type of coordinate geometry program (COGO) used by the survey firm and the type of computer aided drafting and design (CADD) software used by the firm to produce DXF data files of survey polygons.

2 Name(s) and telephone and cell phone number(s) of management personnel to be contacted if problems or emergencies occur.

3 Name of individual that may be contacted at all times if service or information is requested by the Using Agency.

4 Bidder should list name of insurance firm from which required Professional Liability Insurance has been or shall be obtained and a contact person to verify coverage and amount.

NAME OF INSURANCE FIRM _____

ADDRESS: _____

POLICY NO. _____ AMOUNT _____

POLICY DATES _____

NAME OF CONTACT: _____

PHONE # (INCLUDE AREA CODE) _____

5 New Jersey Land Surveyors and New Jersey License Numbers

(List all New Jersey Licensed Land Surveyor employees and provide New Jersey license number. Indicate if New Jersey Board of Professional Engineers and Land Surveyors has ever taken action against licensee. If so, please provide year and nature of complaint, and Board action taken.)

6 How many calendar days will be required by your firm to assume all contractual duties and responsibilities in the event that

you are successful in obtaining this contract? _____

7 Organization Chart

Provide an organization chart covering your firm's entire organizational structure. Include position title and individual's name for each position. The purpose of this chart is to demonstrate to the State how management personnel assigned to respond to this contract fits within your overall organization. A separate page or copy of an existing, current company organization chart may be inserted here, provided it meets these requirements.

8 Functional Flow Chart

Provide a project functional flow chart to demonstrate your corporate level management plan for responding to projects awarded under this contract. Include position title and individual's name for each individual assigned directly to this project. If a subcontractor is proposed for any services, all management level and onsite personnel of the subcontractors should be included and clearly identified as subcontractors. A separate page may be inserted here, provided it meets these requirements.

9 Detailed Resume

Provide a detailed resume for each corporate level and management individual assigned to this project as listed in Section 7.3. Resumes submitted should correspond directly to the chart provided in response to Section 7.3. Bidders are strongly urged to include the following:

NAME:

TITLE:

DUTIES OF CURRENT POSITION:

YEARS EMPLOYED BY FIRM:

YEARS WORKED IN THE LAND SURVEYING PROFESSION:

EMPLOYMENT EXPERIENCE RELATIVE TO LAND SURVEYING SERVICES:

EMPLOYMENT EXPERIENCE RELATIVE TO OTHER RELATED EMPLOYMENT ACTIVITIES:

BRIEF DESCRIPTION OF PROPOSED DUTIES AND RESPONSIBILITIES UNDER THIS CONTRACT:

EDUCATION AND TRAINING:

PROFESSIONAL MEMBERSHIPS:

10 References of Firm

Bidder shall list references that clearly demonstrate proven capabilities in performing services similar to those included in this RFP. Include the name of reference, individual with phone number to verify reference, length of service to reference, and nature of service, including area (in acres) surveyed.

NAME OF REFERENCE_____

ADDRESS_____

INDIVIDUAL STATE MAY CONTACT FOR VERIFICATION_____

PHONE NUMBER OF CONTACT PERSON(INCLUDE AREA CODE)_____

LENGTH OF SERVICE OR CONTRACT PERIOD_____

DESCRIPTION OF SIMILAR SERVICE_____

APPROXIMATE AREA (ACRES) SURVEYED_____

11 Prior Contracts Terminated

Provide a list of contracts your firm has lost during the last three (3) years, along with the reason the contract was terminated for each survey. List client, name of contact person and phone number and reason for termination. If none, so state.

12 Current Survey Contracts

List, in outline form, present ongoing surveying engagements your firm has.

13 Subcontractor Data Sheet

14 Identity of Subcontracting Firm(s)

Provide subcontractor's firm name, address, contact person, and phone number for each function

Function:

Firm Name:

Address:

Contact Person:

Phone Number:

15 Subcontracting Officers

List below the name(s), title(s) and functions of the responsible operating officers.

<u>Name</u>	<u>Function</u>	<u>Title</u>
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16 Subcontractor Experience

Indicate below the subcontractor's experience in performing services similar to those required by this RFP.

17 Subcontractor References

List three (3) references for the subcontractor's firm.

Name: _____ Phone: () _____ - _____

Name: _____ Phone: () _____ - _____

Name: _____ Phone: () _____ - _____